



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CERM-F/B (37)

23 SEP 2002

**MEMORANDUM FOR ALL USACE COMMANDERS/DIRECTORS USACE
COMMANDS (RESOURCE MANAGERS)**

SUBJECT: Changes in Procedures for FEMA Disaster Related Funding

1. Due to recent funding issues in connection with the World Trade Center and Typhoon Chataan, we are changing the procedures by which we input verbal Request For Assistance (RFA) from FEMA.
2. Over the last three years, the Corps has encountered problems with Mission Assignment Numbers provided by FEMA for verbal RFAs. This on-going situation has caused problems with emergency management personnel deploying to disaster sites without proper funding authority or travel orders. This situation cannot continue for numerous fiscal law and liability reasons. To help facilitate the process of inputting verbal RFAs in a timely manner, the following changes in procedures outlined in EP 37-1-6 Chapter 5-3 are in effect.

a. When entering verbal RFAs from FEMA.

- (1) In the Customer Order Number, insert the alpha character "V" after the Standard Mission Assignment Number, for example:

Pre-Declarations:	SAD01FL-DENNIS-V
Emergency Declarations:	SAD01FL-3222EM-V
Disaster Declarations:	SAD01FL-1292DR-V

- (2) Leave the Other Customer Reference Number field blank.

b. After the official RFA is received from FEMA.

- (1) Check to ensure amount received on verbal is equal to amount on the official RFA. If amounts do not agree, do not accept the RFA. Notify the ESF #3 Team Leader immediately for quick resolution. If a reduction of funding authority is necessary, then have FEMA prepare a decreasing RFA after original RFA discrepancy is resolved.

CERM-F/B (37)

SUBJECT: Changes in Procedures for FEMA Disaster Related Funding

(2) In the Other Customer Reference Number field of the existing customer order, enter the words "CORRECTED FEMA RFA NUMBER" followed by the official RFA Mission Assignment Number. Also, add the CEFMS work item to this field as stated in Chapter 5-3b(6).

3. Additional correction/change to EP-37-1-6 Table 5-1 are as follows:

a. Correction: Customer Order Number Standard Mission Assignment Number *Sample Entry* is changed

From	To
SAD-01-FL-DENNIS	SAD-01-FL-1292DR

b. Change: Agency Location Code (ALC) "**58010020**" must be entered on the Customer Order – Source Appropriation Data Screen 2.13.6 in the field entitled "Agency Location". There is no longer the requirement to enter the ALC on the Other Customer Reference Number field as shown on Table 5-1.

4. Another minor change to EP 37-1-6 Appendix L is necessary to add the FEMA Funding Citation to the list of required information. A copy of the new Appendix L, to include instructions is attached.

5. At the URL provided, (<http://www.lrp.usace.army.mil/rmtest/poc.htm>) you will find a list of financial and technical points of contact for every Field Operating Activity (FOA). **Please review this list and provide any changes to Edward Zammit by 11 October 2002.** To ensure everyone has reviewed the list, negative replies are required.

6. In addition, another problem surfaced during the Typhoon Chaatan disaster in which the supported Division/District did not have all of the Corps FOAs performing activity information loaded. This caused delays for the supported Division/District, which required them to go back to the Government Customer Performing Activity screen (10.144) to load missing FOAs information before completing the government order. Therefore, to prevent this problem in the future, please review the proper CEFMS table to ensure all Corps FOAs are loaded.

CERM-F/B (37)


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7. This interim guidance is effective immediately and will remain in effect until completion of a formal change to EP 37-1-6.

8. Point of contacts are William L. Holtzman, CERM-F (202) 761-1928 and Edward Zammit, CERM-B (202) 761-0075.

FOR THE COMMANDER:

Encl


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CF:
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